

**James E Nichols Memorial Library**  
**Board of Trustees Meeting**  
**Monday, March 28, 2022**  
**10:00am – 11:30am**  
Agenda

- I. Call to Order
- II. Order of Agenda & Additional Items
- III. Approval of Minutes of March 7, 2022
- IV. Chairperson's Report
  - 1. Letter Sent re: Return of Library Property - Update
  - 2. Water Mitigation/Roof Project: Gutter Option
  - 3. Safe
  - 4. Other
- V. Treasurer's Report
  - 1. Monthly Report & Bank Statement
  - 2. Annual Audit
  - 3. Library Trust under Trustees of Trust Funds - Update
  - 4. Proposed Revision to Policy on Use of Checking Account
  - 5. NMK Trust - Update
  - 6. Acceptance of Donations per RSA 202-A:4-c, III (b), if needed
  - 7. Other
- VI. Librarian's Report
  - 1. Fire Inspection Report, including AED and Fire Extinguishers
  - 2. Revised Draft Library Assistant Position Description & Posting
  - 3. Draft Position Description for Summer Library Aide
  - 4. Other
- VII. Unfinished/Continuing Business
  - 1. Lions Club Bench
  - 2. July 4<sup>th</sup> Book "Sale"
  - 3. Acceptance of Donated, Used Materials
  - 4. Library Passes
  - 5. Other
- VIII. Committee Reports
  - A. Building Committee
    - 1. Clock Repair
    - 2. Inventory of Library Property - Update
    - 3. Other
  - B. Policy Committee
    - 1. Request by S. Frost to Revisit Policies
    - 2. Personnel Policy Manual: Proposed "Tweaks" & Legal Review
- IX. New Business
  - A. Appointment of Chairperson, Treasurer & Secretary
  - B. Meeting Schedule for 2022-23
  - C. NHLTA Spring Conference - Tuesday, May 10 8:00am-3:45pm in Concord. \$50.00 Fee
  - D. Other
- X. Other Business
  - A. Non-public Session, if necessary
  - B. Other